

City of Freeport
JANUARY 12, 2016 REGULAR COUNCIL MEETING MINUTES

I. Meeting Opened

The January 12th 2016 Regular Council Meeting was called to order at 7:00 pm by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon and Councilwoman Jennifer Laird.

Staff present: City Attorney Clayton Adkinson, City Planner Latilda Hughes-Neel, City Clerk Rebecca Podraza, Staff Accountant Deborah Wimer-Zills, City Engineer Anna Hudson, Water Supervisor Larry Tuggle, Sewer Supervisor Robert Fawcett and Lead Billing Clerk Jennifer Douglas.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guest(s) – none

IV. Approval of Past Minutes

- November 10, 2015 Regular Council Meeting

Council Action: Councilwoman Cuchens motioned to approve the Nov. 10, 2016 Regular Council Meeting Minutes as presented. Councilman Farris seconded the motion. All ayes; motion carried.

- December 8, 2015 Regular Council Meeting
- December 15, 2015 Workshop
- December 29, 2015 Special Council Meeting

Council Action: Councilwoman McLean motioned to approve the Dec. 8, 2015 Regular Council meeting, December 15, 2015 Workshop and the December 29, 2015 Special Council Meeting Minutes with corrections to the December 8th and 15th minutes. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

V. Consideration of Additions/~~Deletions~~ to Agenda

A. Additions

1. Community Center
2. Sewer Financing
3. Website
4. Legislative Matters to be added as item number one under Councilwoman Brannon
5. Discussion regarding Parks matters during Director's absence

City of Freeport
JANUARY 12, 2016 REGULAR COUNCIL MEETING MINUTES

6. Request to move boots from Councilwoman McLean to the Mayor's item
2. Personnel Uniform Allowance
7. Special Meetings and Workshops Scheduling
8. Training and HR Person
9. Administrative Streamlining/Cross-Training

B. Deletions

Water Dept.

1. ~~Roadside Bush Hogg Tractor Purchase~~

VI. Approval of Agenda with Additions/~~Deletions~~

Council Action: Councilwoman Cuchens motioned to approve the Agenda with specified Additions and ~~Deletions~~ listed above. Councilwoman Laird seconded the motion. All ayes; motion carried.

VII. Staff Reports

A. City Clerk Matters

1. Personnel Policies & Procedures Manual Update

- Council scheduled a Workshop to be held Thursday, January 28, 2016 at 6:00 p.m. in Council Chambers.

2. Holiday Leave Pay

No action was taken. Council interpreted the policy to read that if an employee is required to work on a holiday that has fallen on their regularly scheduled work day, then they will receive regular pay for the hours worked as well as Holiday Pay for the same number of hours worked.

3. Discussion regarding Parks matters during Park Director's absence

Attorney Adkinson has advised that the Parks Director should not be working while on Workers' Compensation. It is ok to call the Parks Director for direction on how things have been handled in the past.

Council discussed upcoming issues and activities that need to be handled in the Park's Directors absence.

- Council discussed possible temporary help to take care of the Park's Department in the Director's absence. The Mayor will call the County Park's Director, Shane Supple, and see if he will temporarily help out. He or the City Clerk will update the Council.
- Monnie and Brian with the Freeport Dixie Youth League have volunteered to help with preparing the ball fields for the season.

City of Freeport
JANUARY 12, 2016 REGULAR COUNCIL MEETING MINUTES

B. Staff Accountant

1. Expenditures (Information)

City Accountant, Deborah Wimer-Zills gave an Expenditure Summary handout along with a summary explanation of expenditures for December. Deborah reported there are only two more bank accounts that need to be reconciled. Deborah's goal is that by March, 2016, to be able to produce *Budget vs. Actual* reports to the Council on a regular basis. There were no further questions or discussion.

2. Pay All Bills in Order (Action Requested)

Council Action: Councilman Farris motioned to pay all bills in order. Councilwoman McLean seconded the motion. All ayes; motion carried.

C. Planning & Zoning Dept.

1. Planning Updates

- City Planner Latilda Hughes-Neel reviewed and reported on the Planning Updates Report.

D. Legal Matters

1. Annexation Update

- Attorney Adkinson reported that the Annexations will be broken down into sections rather than trying to do the entire packet at one time. Some of this information will be presented at the next meeting for evaluation.

2. Update to Fair Housing Ordinance

- Attorney Adkinson reported that the government is requiring the language of the *Fair Housing Ordinance* to be amended. Council will need to make a motion for first reading and to advertise for adoption.

Council Action: Councilwoman McLean motioned to approve first reading and advertise for the adoption of the updated Fair Housing Ordinance. Councilwoman Laird seconded the motion. All ayes; motion carried.

- Attorney Adkinson proceeded with the first reading of the Revised Fair Housing Ordinance. It will be advertised and adopted at the next meeting.

E. Engineering: None

F. Water Dept.

~~1. Roadside Bush Hogg Tractor Purchase~~

1. Water Supervisor Larry Tuggle reported that Well 5 is down. Ground Well Drilling will need to take it to Mobile for repairs.

G. Sewer Dept.: None

Parks Dept.: None

City of Freeport
JANUARY 12, 2016 REGULAR COUNCIL MEETING MINUTES

VIII. Old Business - none

IX. New Business

A. Mayor Russ Barley

1. Property adjoining & West of City Hall. (Action Requested)
 - Council discussed having an appraisal done for this property and decided to table it for now.
2. Personnel Uniform and Boots Allowance

Council Action: Councilwoman McLean motioned to approve \$125.00 for Jeans & \$100.00 for boots for the Water/Sewer employees and \$125.00 for dress slacks for the Billing Clerks. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

3. DOC Contract for 2016-2017. (Action Requested)
 - Council agreed for City Attorney Adkinson to contact the DOC Warden and request a copy of the contract for review. Findings will be presented at the next January 28th meeting.
4. Monitor Well Construction and Testing at the City of Freeport Wastewater Treatment Facility. (Action Requested)
 - Council discussed and agreed that the agreement would need to be reviewed by the Engineering Department and Attorney Adkinson. It will be added to the January 28th Agenda for approval.
5. Community Center Update
 - The exterior is not complete. Painting is being done by a volunteer. A couple of issues have been identified that need to be addressed before painting can be completed. The mayor has contacted the company who did the work and is waiting for them to return the call.
6. Sewer Financing
 - A dispute has been raised as to whether or not the City finances new construction. Lead Billing Clerk provided the Finance Agreement document that the City Council approved. It was determined that new construction was not included in the agreement.

B. Councilwoman Brannon

1. Legislative Matters
 - Councilwoman Brannon distributed and reviewed the topics of the Florida League of Cities 2016 Legislative Action Plan.

Session in Tallahassee will begin January 18th and Councilwoman Brannon will be attending February 1st and 2nd and will report back with the goals of the North West Florida League. The main topics that will be covered by the NWFL will be *Water Conservation/Preservation and Veterans Programs.*

City of Freeport
JANUARY 12, 2016 REGULAR COUNCIL MEETING MINUTES

The next NWFL meeting will be held in Pensacola on January 21st. Time and location will be announced as soon as available.

2. Special Meetings and Workshops Scheduling

- It has been brought to Councilwoman Brannon's attention by several constituents that there is concern about the amount of Special Meetings and Workshops that the City Council is hosting outside of the regular monthly meetings. The question has been raised as to why these issues can't be brought to the regular Council Meetings unless it is an emergency.

Council discussed the issue as well as the stipulations of the City Charter regarding changing times and days of the Regular Council Meetings.

Moving one of the Regular Council Meetings to a morning time will be added to the next agenda after verifying that this is not recorded in the Freeport City Charter.

C. Councilwoman Cuchens

1. City of Freeport Water and Wastewater Rate Study Findings and Recommendations

- Councilwoman Cuchens introduced Mr. Bob Mearns, RD Circuit Rider with the Florida Rural Water Association. Mr. Mearns presented his findings to the Council.

After Council discussion and questions from the public, it was decided that Mr. Mearns would present spreadsheets with detailed information for distribution at a later date.

2 Website

- Councilwoman Cuchens requested to make it a priority that the City Website be updated and brought current with the Council Meeting Minutes. City Planner Latilda Hughes-Neel reported that she and the City Clerk will be working on that and it will be taken care of.

3 Personnel Evaluations

- Council discussed employee evaluations and merit raises.

Council Action: Councilwoman Brannon made a motion to accept 3% raises for Water/Sewer employees which were recommended for merit raises by Larry Tuggle and Robert Fawcett. Councilwoman McLean seconded the motion. All ayes; motion carried.

- Mayor Barley recommended that when the new *Personnel Policies and Procedures* manual is done, *Employee Evaluations and Raises* be spelled out how Council would like it to done.
- Copies of the Supervisors Evaluations will be provided to the Council and added to the January 28th Regular Meeting for review and recommendations of the Council.

City of Freeport
JANUARY 12, 2016 REGULAR COUNCIL MEETING MINUTES

4. Councilwoman Cuchens reported that she will be attending the Defuniak Department of Opportunity Grant Kick-Off Meeting and will report back to Council with an update on that meeting. The Mayor informed Council that he will also be attending. A notice will be posted regarding the attendance of Council.

D. Councilman Farris

1. Administrative Streamlining/Cross Training & Contract an HR person
2. Utilize City Clerk as liaison between billing and Utility Supervisors.

Council Action: Councilman Farris recommended that the City Clerk and the Mayor evaluate the Billing Department over the next 90 days and bring back their recommendations for streamlining the Billing Department to the council. Councilwoman Brannon seconded the motion. All ayes; motion carried.

3. March 31st Employee Hot Dog/Hamburger Luncheon to be held at the Water Dept. shop from 1:00 p.m. to 2:00 p.m. Request City Hall be closed for that hour. (Action Requested)

Council Action: Councilman Farris made a motion to approve an Employee Luncheon for March 31st from 1:00 p.m. to 2:00 p.m. and for City Hall to be closed for that hour. Councilwoman Laird seconded the motion. All ayes; motion carried.

E. Councilwoman Laird: None

F. Councilwoman McLean: None

X. Public Comment

1. Monnie Mixon, President of Freeport Dixie League.
 - Screened Clay needed for the Sports Complex Ball fields.

Council Action: Councilwoman Laird made a motion to approve \$2,500.00 for screened clay. Councilman Farris seconded the motion. All ayes; motion carried.

2. Tim Ard presented improvements that the Veteran's Memorial Committee would like to begin raising funds for improvements and additions to the Veteran's Memorial.

Council Action: Councilwoman Cuchens made a motion to approve the Veteran's Memorial Committee to fund raise for new additions and improvements to the Veteran's Memorial. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Delores Walvatne requested that the Art League be given permission to meet at the Blount House for one hour, the 1st Monday of each month and to have the fees waived for their meetings.

Council Action: Councilman Farris made a motion to waive the fees and to allow the Art League to hold their monthly meetings at the Blount House the first Monday of each month. Councilwoman Brannon seconded the motion. All ayes; motion carried.

City of Freeport
JANUARY 12, 2016 REGULAR COUNCIL MEETING MINUTES

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman Cuchens motioned to adjourn. The Mayor gaveled and the meeting adjourned at 9:30 pm.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk